



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: April 12, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 13, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, April 26, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM III

Statewide Transit Capital Project Manager  
Office of Intermodal Project Implementation  
Chicago

Attachments  
40952

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Tuesday, April 26, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Technical Manager III</b>	<b>Salary Range:</b>	<b>\$4,670 - \$8,295</b>
<b>Position Title:</b>	<b>Statewide Transit Capital Project Manager</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW413-23-80-504-00-01</b>	<b>IPR#:</b>	<b>40952</b>

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#### Office/Central Bureau/District/Work Address:

Office of Intermodal Project Implementation / 100 West Randolph, Ste 6-600, Chicago, IL

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#### Description Of Duties:

This position is accountable for the review and analysis of public transportation capital improvements projects throughout the State of Illinois excluding the Northeastern region and the RTA service area. This position provides assistance to communities throughout the state with various populations and grant related issues such as technical assistance, and meeting the federal and state program compliance requirements. In addition, this position is responsible for assisting the Section Chief of Transit Capital – Statewide in managing the day-to-day grant activities associated with state and federal operating assistance programs.

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#### Special Qualifications:

##### *The following criteria is required:*

- A valid driver's license
- Statewide travel with occasional overnight stays

##### *The following criteria is desired:*

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in accounting, business administration, finance, transportation planning
- Four years' experience in a related field
- Knowledge of procurement rules and practices
- Strong oral and written communication skills
- Detail-oriented with strong organizational skills
- Ability to visualize, articulate and solve complex problems

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#### Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

## ILLINOIS DEPARTMENT OF TRANSPORTATION POSITION DESCRIPTION

<b>DATE:</b>	2/5/2016	<b>POSITION:</b>	Statewide Transit Capital Project Manager
<b>APPROVED BY:</b>	Carlos Campos	<b>OFFICE/DIVISION:</b>	Public & Intermodal Transportation
<b>CODE:</b>	PW413-23-80-504-00-01	<b>REPORTS TO:</b>	Section Chief, Transit Capital – Statewide

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### ***Position Purpose***

This position is accountable for the grant administration of public transportation capital improvement projects in Illinois outside of the RTA service area.

### ***Dimensions***

Capital Grants Administered:	25-30
Capital Projects Annual:	30-45
Total Grant Funds Annual:	\$45 Million

### ***Nature and Scope***

This position reports to the Section Chief, Transit Capital - Statewide as does the Statewide Transit Capital Program Manager. There are no subordinates reporting to this position.

The Division of Public and Intermodal Transportation is responsible for the state funding and oversight of public transportation projects that will improve public transportation needs throughout Illinois. This Statewide Capital Section is responsible for the review and analysis of public transportation capital improvements projects, recommendation of approval and administration of transit capital grant programs to the various counties, municipalities and mass transit districts throughout the State excluding the Northeast region and providers in the Regional Transportation Authority (RTA) area. These grants typically fund facility maintenance and/or construction, vehicle procurement and equipment purchases necessary to provide a safe and efficient public transportation system statewide. In addition this section also provides technical assistance to the grantees regarding federal and state program compliance guideline requirements.

Typical challenges faced by the incumbent include 1) monitoring the implementation of on-going capital projects statewide, excluding the NE IL region, regarding various procurement activities, 2) understanding the sources of transit funding in the region and ensuring compliance with state and federal guidelines, 3) monitoring the status of capital project implementation, 4) timely review of concurrence, change orders and payment requisition requests, and 5) analyzing and developing recommendations for resolving funding and project implementation issues to upper management. Typical problems faced by the incumbent prior to grant approval include coordinating capital grant budgets and scopes with various funding agencies; providing instructions and assistance in the preparation of state grant application materials; analyzing project justifications and need; evaluating projects for funding eligibility; and prioritizing projects that meet state objectives. Typical problems in administering capital grant projects include ensuring compliance with state and federal guidelines, ensuring project implementation is consistent with approved scope and budget and addressing issues that arise during project implementation. The major challenge for the incumbent regarding the capital program is to ensure that grant funds are used for eligible expenses and projects implement within state timeframes and departmental policies.

The incumbent is personally responsible for day to day field and grant responsibilities for the transit capital assistance grants administered throughout the State of Illinois excluding the Chicago Metropolitan area.

Project management may include a review and analysis of applications, concurrences, correspondences, contracts, and payment documentation to determine appropriate action to be taken. The incumbent is personally responsible for reviewing and analyzing capital grant applications with regard to cost, justifiable need, state grant requirements, departmental policies, and funding availability. The incumbent produces grant approval recommendations and prepares grant agreements. This position manages approved projects by ensuring compliance with state requirements, analyzing and approving project budgets, architectural and engineering designs, request for pre-bid and pre-award concurrence, and submitted expenditures. S/He manages the grant through final close-out and audit and is responsible for maintaining accurate project records. The incumbent produces regular reports on various subjects relating to the various capital projects involving transit operations, finances, and procurements as well as state funding programs. She/He maintains computer programs necessary for the management of related data which must be recorded and organized for analysis of a wide variety of issues. Other responsibilities include onsite inspection of project facilities, equipment use, and construction activities. The incumbent also represents the Department at selected meetings on capital improvement projects. The incumbent may be called upon to perform special high priority assignments related to division activities.

The incumbent must follow state policies and procedures relating to public transportation programs but has flexibility in setting priorities for accomplishing daily activities. In instances where new policy or precedent could be set by the incumbent's action, consultation with and approval from the immediate supervisor is required.

Internal contacts include the division staff as well as staff of the Division of Highways and the Offices of Planning and Programming, Chief Counsel, Finance and Administration, and Inter-Governmental Affairs. External contacts include the, various municipalities, transit providers, planning agencies and the Federal Transit Administration.

The effectiveness of this position will be measured by the ability of the incumbent to effectively and efficiently administer the public transportation capital improvement grant projects for the State of Illinois, excluding the Northeastern Illinois and RTA region.

#### Principal Accountabilities:

1. Assists and directs grant recipients in the development of grant applications.
2. Evaluates capital grant application documents to assess merit and identify problems and makes recommendations to the immediate supervisor for grant approval or other actions.
3. Prepares correspondence necessary for the management of applications, grant contracts and payment documentation for the grants assigned to the incumbent.
4. Maintains computer information systems necessary for the management of the statewide transit capital projects.
5. Promotes the implementation of capital projects and monitors all project activities. Provides guidance on effecting compliance with State and Federal grant requirements.
6. Evaluates requests for payment of grant funds to ensure conformity with the approved project budget and standard accounting principles.
7. Prepares special reports and spreadsheets as requested. Performs other duties as required.
8. Reviews and evaluates grantee procurement processes to ensure compliance with state and federal procurement rules.
9. Performs duties in compliance with department safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.